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DD/S 63-5574
ER 63-8811

23 Dec 1963

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Science & Technology)
Deputy Director (Support)

SUBJECT : Approval of Research and Development Activities

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1. In accordance with paragraph 1.e. of the regulation on the Approvals System ([] Revised 27 June 1963), this memorandum establishes guidelines for the approval of certain separate activities, namely the research and development efforts initiated by the Agency. The intent is to standardize the financial levels at which approval of higher level authority must be obtained.
 2. As of this date the separate activities which shall be responsive to this memorandum of instruction, on an item-by-item basis, are:
 - a. Agent-oriented engineering/development efforts, whether contracted for externally or conducted internally, of the Technical Services Division, DD/P.
 - b. Research and development efforts relating to improved photographic exploitation initiated by the National Photographic Interpretation Center, DD/I.
 - c. Research and development undertakings of the Office of Communications, DD/S.
 - d. Research and development efforts of the Office of Research and Development and the Office of ELINT, DD/S&T.
 - e. The research and development activities, other than those included under the National Reconnaissance Office, of the Office of Special Activities, DD/S&T.
 3. The annual preparation of R&D programs shall be coincident to the formulation of the Operating Budget. Review of these programs shall be undertaken by the Deputy Director concerned, in concert with the Director, Office of Budget, Program Analysis and Manpower and the Executive Director-Comptroller. The R&D programs and supporting detail as prescribed by the Executive Director-Comptroller will form the basis for approval by the Deputy Director of Central Intelligence of the R&D portion of the Operation Budget.

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4. In addition to procedures relating to program review and Operation Budget approval, the individual R&D efforts as set forth in paragraph 2. above require prior approval by the Deputy Director of Central Intelligence whenever:

a. A proposed undertaking involves a significant new policy consideration, or for any other reason suggests the desirability of prior consideration at head-of-agency level, regardless of financial magnitude.

b. A proposed new undertaking requires a total authorization in excess of \$150,000 in the current fiscal year.

c. An amendment is proposed for an existing project or contract which would raise the total authorization more than \$100,000 above the level established in the pertinent R&D program.

Such requests for DDCI approval shall be submitted via the Director, Office of Budget, Program Analysis and Manpower and the Executive Director-Comptroller. Attached at Annex is a suggested outline to be followed in documenting R&D projects and contracts for approval purposes. Where there is an existing approvals mechanism within a Deputy Directorate such systems may be retained provided the submissions generally encompass the information required at Annex.

5. A Deputy Director may:

a. Approve new R&D efforts and amend, extend, renew or terminate continuing efforts which, based on the guidance given in paragraph 4. above, do not require consideration by the Deputy Director of Central Intelligence.

b. Delegate approval authorities contained in paragraph 5.a. above to his Assistant Deputy Director.

c. Delegate to subordinate Operating Officials authority to approve new R&D efforts and to amend, extend, renew or terminate continuing efforts, provided the action taken will not cause the total authorization to exceed \$50,000 in the current fiscal year.

6. Deputy Directors will notify the Director, Office of Budget, Program Analysis and Manpower of all financially significant changes relating to R&D programs in such detail as the Executive Director-Comptroller may require for reporting on a current basis the status of the Financial Plan to the Deputy Director of Central Intelligence.

/s/
Marshall S. Carter
Lieutenant General, USA
Deputy Director

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Research and Development
Project Approval Request

I. Identification

Under what category of Agency Program Activity will project be undertaken; by what component; included in financial plan and at what level; if not what prompted initiation now; any internal designation?

II. Objectives

What is requirement for this effort, what will be resulting product, how will it be used, what is advancement over existing capabilities?

III. Background

Substantive and/or operational justification, previous or existing means of meeting problem pertinent operational experience.

IV. Technical Specifications

Technical data as applicable and in sufficient detail to permit reasonable evaluation by qualified staff elements within the requesting component, but at the same time this section should not incorporate full specifications as might be worked up by the contractor.

V. Contractor & Financial Arrangements

Name of firm; others considered; reason for choice; cost; duration; guidance from Headquarters, etc.

VI. Coordination

Within the Agency; with other Governmental departments; with academic or business institutions as appropriate.

VII. Security

Within the Agency; within the contracting firm or institution; other aspects.

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